



DEPARTMENTS OF THE ARMY AND THE AIR FORCE

NATIONAL GUARD BUREAU  
111 South George Mason Drive  
Arlington, VA 22204-1382

NGB-ARH

20 February 2004

MEMORANDUM FOR State Human Resource Officer, AGR Manager and MILPO

SUBJECT: Army National Guard (ARNG) Active/ Guard Reserve (AGR) and Military Technician (MT) Command, Leadership, and Staff Assignment Policies (CLASP) and Procedures

1. References:

a. National Guard Regulation 600-5, AGR Program Title 32, Full-Time National Guard Duty (FTNGD), 20 February 1990.

b. Army Regulation 600-100, Military Leadership, 17 September 1993.

c. National Guard Regulation 600-25, Military Technician Compatibility, 31 March 1995.

d. National Guard Bureau, NGB-HR, memorandum, 1 August 2001, subject: All States Memorandum #101-0089, Dual Status Technician Compatibility Criteria Instructions.

2. This memorandum prescribes the application of the ARNG command, leadership, and staff assignment policy for Title 32 (T32) AGR and MT personnel.

3. The following assignments require command/leadership and staff waivers:

a. Full-Time Support (FTS) Soldiers to: Brigade/Battalion/Company Command; Headquarters Commandant; Platoon Leader; Command Sergeant Major, First Sergeant and Platoon Sergeant positions.

b. Mid-level FTS officers and NCOs in non-deployable organizations to appropriate primary and secondary MTOE staff positions (Ex. G1, G2, S1, S2, Asst S4, Asst S3).

4. The CLASP program goal is to enhance and professionally develop FTS Soldiers. The implementation of CLASP:

a. Will not be at the expense of a traditional soldier's career progression. The Adjutant General (AG) should consider the immediate and long-term impact of

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assigning an inordinate percentage of FTS personnel to leadership positions on unit readiness and traditional soldiers' morale.

b. Places qualified FTS soldiers with critical skills and experience in mobilizing and deploying ARNG MTOE units.

c. Affords professional development opportunities to FTS soldiers employed at STARC/TDA activities to perform and develop their basic branch or MOS skills for future FTS assignments. These soldiers are reassigned to deployable MTOE units and are available to these organizations during IDT/AT and when the unit conducts other training or administrative activities.

d. Ensures continuity of STARC/Headquarters TDA functions, as these soldiers continue to perform in their FTS position during normal workday duty hours, at the discretion of their AG.

5. The AGs have the authority to approve command/leadership/staff positions within their respective T32 FTS programs. The State/Territory should consider a soldier's potential and subsequent duty assignments before assignment to a command or leadership position. These assignments must meet the following criteria:

a. The command/leadership assignment will not exceed three years. The NGB-HR policy letter referenced in para 1d stipulates the constraints for tour lengths within the FTS program for military technicians.

b. The MTOE assignment must be within the supported chain of command or coordinating staff relationship of the STARC/Headquarters TDA office of the soldier's FTS position.

c. FTS soldiers may not have had similar command/leadership/staff assignments at the same level regardless of duty status. Soldiers assigned IAW this memorandum must be employed in a FTS Employment Authorization Document (EAD) position of commensurate AGR/Technician pay grade. [Exceptions to this grade restriction are authorized IAW paragraphs 5.d (1) through (5).]

d. The State/Territory will not assign soldiers serving in a FTS position within a MTOE unit to another MTOE or TDA unit militarily.

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(1) Brigade/battalion-level commanders will work full-time within the same brigade/battalion headquarters. Their FTS position will be against the senior FTS requirement.

(2) Officers assigned at the company command-level will serve in-lieu-of a FTS position within the officer's parent battalion or equivalent supervising organization.

(3) Officers serving as platoon leaders will serve in-lieu-of a company-grade officer FTS position within the parent battalion or equivalent supervising organization. For those MTOE organizations with minimal lieutenant positions, the AGs may extend FTS lieutenants beyond the three-year tour to enable the soldier to remain compatible/qualified for the FTS and military positions.

(4) Senior NCOs serving in Command Sergeant Major leadership assignments at the brigade or battalion-level will serve in-lieu of the Operations Sergeant command-level requirement.

(5) The First Sergeant leadership assignment will be in-lieu of the senior enlisted FTS position in the unit of assignment.

(6) The Platoon Sergeant leadership assignment will be in-lieu of the enlisted FTS position in the unit of assignment.

e. The incumbent FTS Soldier who is replaced based on the CLASP assignment of another FTS soldier will be reassigned as the sole occupant to a valid FTS position commensurate with his/her military grade. For example: The State/Territory will reassign a Readiness NCO (E7) upon the assignment of a First Sergeant to the company-size unit.

f. The command/leadership/staff position is a voluntarily assignment for career development. Soldiers must meet the MOS/AOC qualifications for the MTOE paragraph/line. The MOS/AOC qualification requirement is non-waivable.

g. In a unit with two FTS officer requirements, only one officer may be on a command waiver at one time. For units with three or more FTS officer requirements, two officers may be on command waiver.

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h. States/territories should be aware that soldiers serving in CLASP assignments outside the normal commuting area of their assigned AGR duty locations are entitled to applicable TDY travel and transportation allowances IAW Chapter 4 of the Joint Federal Travel Regulation Volume 1.

i. This policy does not authorize administrative reductions following command/leadership/staff assignments. States may request an exception in order to get their CLASP in compliance with their present force structure. An exception to the reduction in grade requirement is provided for MT personnel who cannot be placed in positions of equal or greater rank due to technician compatibility requirements.

j. Promotions following CLASP assignments, requiring controlled grade authorizations, will come from existing State/Territory resources.

k. Grade inversion is not permitted as a result of a command/leadership and staff assignment.

l. NGB-ARM will not authorize temporary or additional FTS authorization(s) to replace mobilized personnel who, under this authority, are assigned militarily away from their FTS position. Given this, soldiers who occupy critical (required after mobilization) FTS positions required for the successful continuity of operations should not be considered for command/leadership/staff assignments.

6. To properly document the military assignment of FTS soldiers, State AGR/MT files within the Modern Defense Civilian Personnel Data System (DCPDS) will include the position FTM OPT code of "CW" and the through date of the position upon the soldier's CLASP assignment.

7. The State/Territory will ensure officers taking a battalion or brigade command are branch qualified, in accordance with AR 600-100. If no qualified officer is available, the AG may, on a case-by-case basis, assign officers who are not branch qualified. These officers must:

a. Be approved for branch transfer by the State's Federal Recognition board before assuming command.

b. Complete the Federal Recognition Board's military education requirements and meet AOC qualifications within 12 months of assignment.

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c. Be a graduate of Command and General Staff College and attend the branch-specific Pre-Command Course (PCC) before assuming command. Waivers for the PCC requirement must be submitted to NGB-ARH-S, for CSA approval. Assumption of command will not occur before PCC completion, or approved waiver by NGB-ARH-S.

8. States/Territories may not approve requests that are not IAW this policy. The AGR Policy section, NGB-ARH-S, will monitor this program through the Standard Installation Personnel Reporting System (SIDPERS), DCPDS, and Personnel Electronic Management System (PERMS).

9. The AG will direct requests for exceptions to this policy to NGB-ARH-S. All technician requests will be coordinated with NGB-HR. Written justification must include the circumstances requiring the extension, such as critical project/mission completion or crucial unit readiness requirement. Incomplete requests cannot be processed. The importance of a project or mission, by itself, is also insufficient justification for an approval. Improper program management or command/soldier convenience will not be their basis for an exception to policy.

10. This memorandum will expire one year from date of publication unless sooner rescinded or superseded. The revision to NGR 600-5 will include this policy.

11. Point of contact is Lieutenant Colonel Miracle, Chief, Personnel Policy and Readiness Division at DSN 327-5845 or 703-607-5845.



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